

# Employee Post-Travel Disclosure of Travel Expenses

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2018 MAY -4 AM 9:12

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)  
Stanford University's Hoover Institution

Private Sponsor(s) (list all):

April 3-5, 2018

Travel date(s):

NOT APPLICABLE

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$567.82	\$320	\$131.67	\$164.85 (Ground Transportation)
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended all meetings associated with the fellowship programs. Meetings covered a variety of relevant topics and were led by scholars in specific policy areas.

5/3/2018

(Date)

MONICA H. POPP

(Printed name of traveler)

M.H. Popp

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/3/2018

(Date)

John (signature)

(Signature of Supervising Senator/Officer)

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:  
RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS  
2018 MAR -5 AM 10:43

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

The Congressional Institute

Private Sponsor(s) (list all):

Travel date(s): January 31 - February 1, 2018

Name of accompanying family member (if any): Not Applicable

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$0 (Drove self)	\$112.78	\$75.05	\$219.84

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended all scheduled meetings as outlined on the attached agenda.

03/01/2018  
(Date)

MONICA H. POPP  
(Printed name of traveler)

M.H. Popp  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/1/2018  
(Date)

John (any)  
(Signature of Supervising Senator/Officer)



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Stanford University's Hoover Institution
2. Description of the trip: An intensive program for congressional staff which consists of three days of seminars, simulations, and keynote presentations.
3. Dates of travel: 04/03/2018 - 04/05/2018
4. Place of travel: Stanford University, Palo Alto, CA
5. Name and title of Senate invitees: See attached list
6. I *certify* that the trip fits one of the following categories:
  - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR -**
  - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

**- AND -**

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND -**
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**- OR -**

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

**- OR -**

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Stanford University's Hoover Institution solely planned all aspects of the trip, including topics to be discussed, travel/accommodation logistics, and required paperwork. Hoover employees will also be responsible for traveling with congressional staff and managing logistics for the duration of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Hoover Institution is a research institution that seeks to improve the human condition by advancing ideas that promote economic opportunity and prosperity while securing and safeguarding the peace through its world renowned scholars, library and archives, as well as by engaging Congress and its staff.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is the fourth sponsored trip for congressional staff organized by the Hoover Institution. The latest of which was in August of 2017 and had a similar format as this trip.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Stanford University's Hoover Institution regularly sponsors policy panels and roundtables for think tank scholars, journalists, congressional staff, Executive branch officials, academics and members of the general public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$600 Roundtrip coach airfare	\$320 Total (\$160/night)	\$160 total (\$64 per diem)	n/a
<input type="checkbox"/> Actual Amounts	\$400 Ground transportation			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is arranged/organized specifically for congressional participation.

18. Reason for selecting the location of the event or trip

In order to have a significant number of Hoover senior fellows participate in the event, we are hosting at the Hoover Institution's headquarters on the Stanford University campus.

19. Name and location of hotel or other lodging facility:

Stanford Guest House, 2575 Sand Hill Road, Menlo Park, CA 94025

20. Reason(s) for selecting hotel or other lodging facility:

Stanford Guest House is owned and operated by Stanford. it is in close proximity to the events that comprise the program

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

All lodging, meals, and other expenses are within the official federal government travel per diem rate for  
Palo Alto, CA

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Stanford University's Hoover Institution will provide coach-class round-trip airfare between D.C. and San Francisco, and round-trip ground transportation between Stanford University and SFO airport.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

*Michael G. Franc*

Name and Title: Michael G. Franc, Director of Washington, D.C. Programs

Name of Organization: Hoover Institution

Address: 1399 New York Avenue, NW Suite 500, Washington, D.C. 20005

Telephone Number: 202-760-3200

Fax Number: 202-760-3191

E-mail Address: mfranc@stanford.edu





Michael G. Franc  
Director of Washington, D.C.  
Programs

Dear Ms. Popp,

We are pleased to inform you that you have been selected to attend the Hoover Institution's Stuart Family Congressional Fellowship Program, which takes place on the Stanford University campus in Palo Alto from April 3-5, 2018.

This year had an overwhelming number of qualified candidates, however your submission was exceptional among the many that we received, and we are excited to have you join us. **To proceed, please notify Andrew Clark (afclark@stanford.edu) of your agreement to attend by the close of business on Tuesday, February 27.**

Once confirmed, you will need to complete the necessary ethics paperwork. In this packet, you will find the necessary forms to be submitted to your ethics committee. This packet includes:

- Employee Pre-travel Authorization Form (*For you to fill out*)
- Private Sponsor Travel Certification Form
- Agenda & Flight Itinerary
- Copy of Sponsor Invitation

You will need to fill out the Employee Pre-Travel Authorization Form and **submit this entire packet to your Ethics Committee for review by Friday, March 2nd.** Upon submission, please notify Andrew Clark at afclark@stanford.edu.

The Congressional Fellowship will take place from April 3rd through April 5th. Plan to depart from Washington, D.C. the morning of April 3rd and return the afternoon of April 5th. Finally, be sure to review all the action items and deadlines in the attached document titled "Next Steps."

Should you have any questions, don't hesitate to reach out. Again, thank you for your participation. We look forward to welcoming you to Stanford University and expect an excellent program.

Sincerely,

Michael G. Franc  
Director, Washington D.C. Programs  
Hoover Institution, Stanford University

HOOVER INSTITUTION | STANFORD UNIVERSITY

1399 New York Avenue NW, Suite 500 Washington, DC 20005 202-760-3203 mfranc@stanford.edu hoover.org/ck

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**Stuart Family Congressional Fellowship Program**

*April 3-5, 2018*

*Hoover Institution at Stanford University*

*Palo Alto, California*

**Tuesday, April 3, 2018**

**7:50 AM:** Depart DCA on United Airlines Flight 2042

**11:00 AM:** Arrive SFO, Shuttle to Lou Henry Hoover Building at Stanford University  
*Location: 580 Serra Mall, Stanford, CA 94305*

**12:30 – 1:00 PM:** Welcome by Hoover Director Tom Gilligan and Lunch  
*Location: Annenberg Conference Room*

**1:00 – 2:00 PM:** Bill Perry on nuclear weapons  
*Location: Annenberg Conference Room*

**2:00 – 3:00 PM:** Abbas Milani on Iran  
*Location: Annenberg Conference Room*

**3:15 – 4:45 PM:** Presentation of Hoover Library and Archives  
*Location: Tower 110 Classroom, Hoover Tower*

**4:45 – 6:00 PM:** Break

**6:00 – 9:00 PM:** Dinner and Keynote Remarks by Mike McFaul on future of U.S.-Russia relations  
*Location: Stauffer Auditorium, Herbert Hoover Memorial Building*

**9:00 PM:** Shuttle back to Stanford Guest House

**Wednesday, April 4, 2018**

*All meetings will be held in: Annenberg Conference Room*

*Continental Breakfast @ hotel*

*Shuttle leaves hotel at 8:45am for Annenberg*

**9:30 – 11:00 AM:** Herb Lin, Thomas Ilves, and Andrew Grotto on Cyber Policy and its Impacts  
*Location: Annenberg Conference Room*

**11:00 AM – 12:00 PM:** John Taylor on the Federal Reserve & international impacts  
*Location: Annenberg Conference Room*

**12:00 – 1:00 PM:** Lunch Keynote discussion with George Shultz moderated by Alice Hill  
"Resilient Infrastructure in a Changing Climate"  
*Location: Annenberg Conference Room*



**1:00 – 2:15 PM:** Tour of Hoover Tower & Traitel Building

**2:15 – 3:30 PM:** David Brady on 2018 midterm elections  
*Location: Annenberg Conference Room*

**3:30 – 3:45 PM:** Break

**3:45 – 5:00 PM:** Kiron Skinner on Artificial Intelligence  
*Location: Annenberg Conference Room*

**5:00 – 5:30 PM:** Break

**5:30 – 6:00 PM:** Shuttle to Restaurant

**6:00 – 9:00 PM:** Dinner and Keynote Remarks by Larry Diamond on threats to global democracy  
*Location: Stauffer Auditorium*

**8:30 – 9:30 PM:** Shuttle to Stanford Guest House  
*Location: 2575 Sand Hill Rd, Menlo Park, CA 94025*

**Thursday, April 5, 2018**

*All meetings will be held in: Annenberg Conference Room  
Continental Breakfast @ hotel  
Shuttle leaves hotel at 8:45am for Annenberg*

**9:00 – 10:15 AM:** Edward Lazear on a changing workforce  
*Location: Annenberg Conference Room*

**10:15 – 10:30 AM:** Break

**10:30 – 11:45 AM:** Caroline Hoxby on educational policies for Congress  
*Location: Annenberg Conference Room*

**12:00 PM – 12:45 PM:** Lunch  
*Location: Annenberg Conference Room- box lunch to go*

**12:45 PM:** Shuttle Departs Campus for SFO

**4:15 PM:** Depart SFO on United Airlines Flight 517

**12:15 AM:** Arrive IAD

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**Contact:**

Erin Nichols

(919) 358-2354

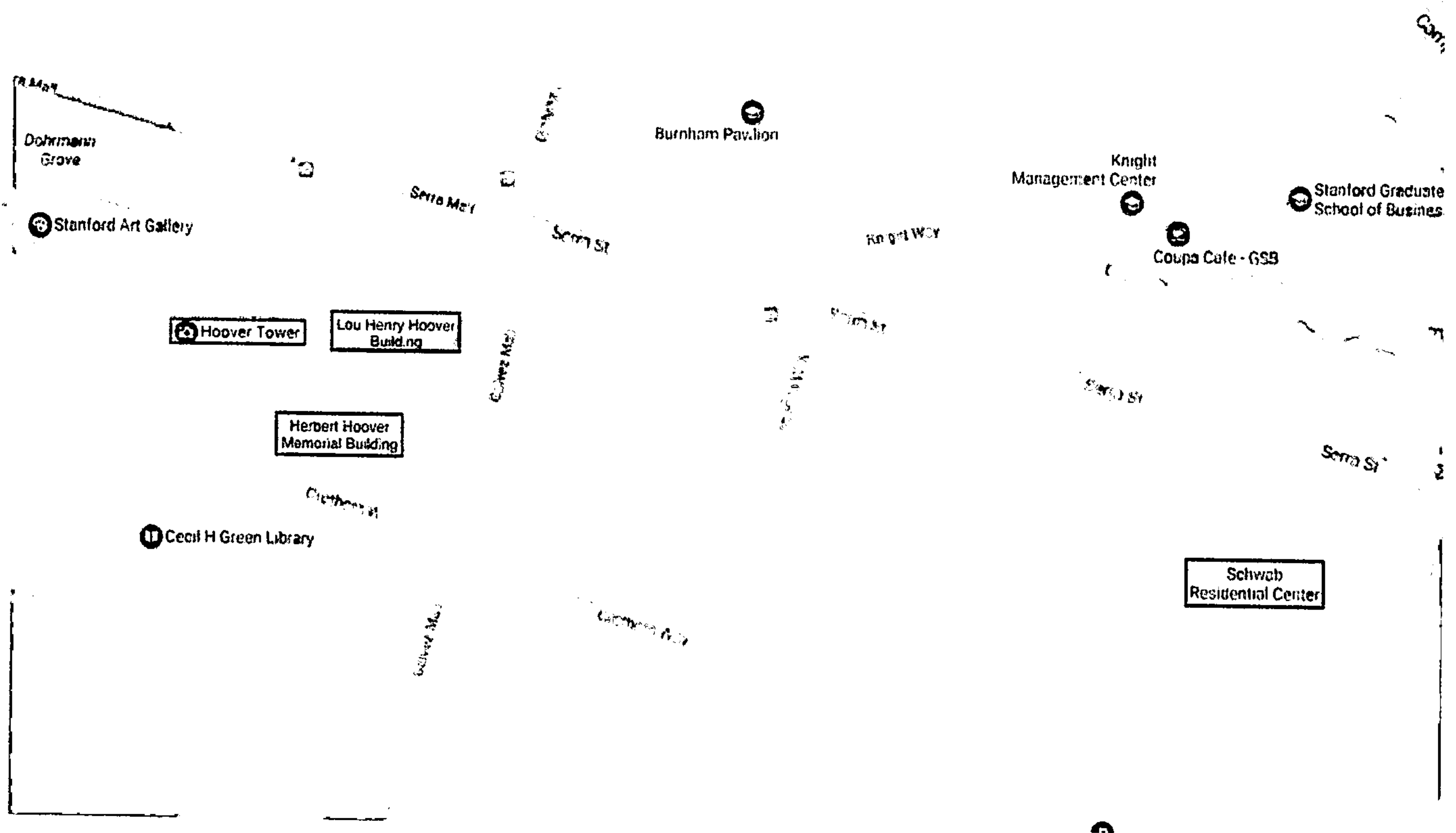
emnich@stanford.edu

**Lodging:**

Stanford Guest House

2575 Sand Hill Rd, Menlo Park, CA 94025

(650) 926-2800





Stuart Family Congressional Fellowship - April 2018  
Stanford University  
Palo Alto, CA

**Group Flight Information:**

Outbound flight: April 3, 2018  
Flight Number – UA 2042  
Departure Airport – DCA  
Departure Time – 7:50am  
Arrival Airport – SFO  
Arrival Time – 10:56am

Return Flight: April 5, 2018  
Flight Number – UA 517  
Departure Airport – SFO  
Departure Time – 4:15pm  
Arrival Airport – IAD  
Arrival Time – 12:15am